

## Agenda Item



Minutes of the Meeting with Management Committee held on **Tuesday 25 February 2025 at 6.00pm**  
via in person & via Zoom at CentrePoint

### Minutes

<b>Present:</b>	Victoria Dallas (VLD) Chair	Colette Kells (CK)	Przemek Jozwik (PJ)
	Heather Laing (HL)	Craig Callan (CC)	Willie MacFarlane (WM)
	Sandra Rodger (SR)	Blanche McGinn (BMG)	Jamie Boyle (JB) (Observer)
<b>In Attendance</b>	Paul Lennon, Director (PL)	Elaine Hyslop, Housing Manager (EH)	Craig Anderson, Senior Finance Officer (CA)
	Richard Bolton, Senior Development Officer (RB)	Paul Murphy, Senior Corporate Services Officer (PM)	Richard MacDonald, Insurance Broker – Howdens (RMacD)

	Agenda Item	Action
1.	<b>Welcome and Apologies</b>	
	VLD welcomed everyone to the meeting and thanked committee members for attending.  Apologies were <b>NOTED</b> for Grant Kennedy and Gary McIntosh from Saltire.	<b>PM to update register.</b>
2.	<b>Declarations of Interest</b>	
	PL declared an interest on behalf of all Co-op staff for Agenda Item 24.	
3.	<b>3.1 Insurance – Training Session</b>	
	Richard MacDonald (RMacD) introduced himself to committee and his job title as Director at Howden. Richard and his team look after 74 RSLs currently as insurance broker.  RMacD advised that buildings policy has increased in cost significantly in the last two years, the costs have been rising in the insurance industry. The industry has been making lots and lots of losses.  Major weather events around the world for example bad storms, fires & flooding.	

	<p>Due to these events a lot of insurers withdrew from the sector. Due to the increase in prices generally across the economy every component cost has went up for example fuel, wages and building materials.</p> <p>RMacD used the example that someone could buy a castle for £100,000, however, it would cost a million pounds to rebuild. Therefore, adequate cover needs to be in place, which covers you for demolition, clearing the site, VAT and the surveyor's costs.</p> <p>A committee member asked how the cover figure is established.</p> <p>RMacD said for example say it's £300,000 to replace each flat and there are 12 flats in the block, the methodology they use to establish the price comes from what materials were used to build the block of flats, the measures, the dimensions of the building and the software using all the information available with work out a cost.</p> <p>RMacD stated they were pricing up the renewal, but always had to get better data, and while the co-op has been accurate in its process in determining rebuild costs for all properties, it has negatively impacted by some significance, hence the hike in costs. It was also confirmed that a number of RSLs, but no more that Howden deal with, will have insurance policies in place where accurate rebuild costs have not been stipulated.</p> <p>A committee member asked if the cost is based on a like for like basis, building the exact same block.</p> <p>RMacD advised that part one of the question is do you think the surveyors has got the right rebuild cost. If they do not have the right rebuild cost, they have professional indemnity cover for those scenarios.</p> <p>Part two of it is ensuring insuring the RSL has adequate cover, for example an RSL could have a tower block insured for £28 million. An RSL is unlikely to want to rebuild a multi-story block. At which point there would be a negotiation led by insurance broker for a settlement.</p> <p>A committee member suggested that it was similar to car insurance, for example replacing for new or settling the car to write it off.</p> <p>RMacD said if we claim regularly on insurance you would lose the price, best to claim some of it and stay on the right side of the line.</p> <p>Putting in a claim for a large fire for example, will affect an RSL this year or next year, all this feeds into their pricing.</p> <p>So many factors are considered, including simple issues as 'what the wind speed in this area is, what's the subsidence in the area and various other intel is considered. A community based RSL is riskier for an insurance provider because its stock is concentrated in a relatively small area, so if something significant happens in the area there is a greater risk of a higher claim.</p>	
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	<p>RMacD concluded by saying that in the insurance industry, the premiums of the many, pay the losses of the few.</p> <p>VLD on behalf of the committee thanked Richard for the session on Insurance.</p>	
	<b>3.2 Insurance 2025 – 26</b>	
	<p>RMacD advised that he had spent a lot of time trying to get more insurers into the market. The reason behind this was to try and drive-up competition.</p> <p>RMacD has managed to onboard five new insurance companies to the market.</p> <p>Therefore, RMacD anticipates that the renewal price will decrease, but this will not be by the sort of percentage we might hope for, also intimating a small reduction on premium from the newer insurers.</p> <p>He also stated he wants to come back with a cost reduction and also some budgetary certainty going forward.</p> <p>Committee <b>NOTED</b> the update.</p>	<p><b>Update on insurance premium for 2025 26 to go to March meeting</b></p>
	<b>Potential Eco funding opportunity</b>	
4.	<p>PL explained that unfortunately Gary from Saltire was unable to attend the meeting due to unforeseen circumstances and would attend the March committee meeting if available.</p> <p>A committee member asked if the delay would affect the Co-op's chances of being successful in potentially gaining the eco funding.</p> <p>PL advised that Gary from Saltire had advised that the delay would not affect the Co-op's chances of being successful.</p> <p>Committee <b>NOTED</b> the update.</p>	<p><b>Gary from Saltire to attend March meeting</b></p>
	<b>Community Development Updates</b>	
5.	<p>RB took the committee through his presentation; which showed that good progress had been made on our various funded projects.</p> <ul style="list-style-type: none"> <li>• Ongoing events and activities i.e. gardening, ASN group, line dancing, men's model group etc.</li> <li>• ICF deliverables achieved</li> <li>• Monthly Bingo (next one the 4<sup>th</sup> of March)</li> <li>• Health Issues in Community Course (<i>with Young people from Clyde Valley</i>)</li> </ul>	

	<ul style="list-style-type: none"> <li>• Law View Fish Suppers Night</li> <li>• Various funding work &amp; Admin</li> </ul> <p>RB reminded committee that a session with committee on the priorities for the community development team had been arranged for Tuesday the 4<sup>th</sup> of March.</p> <p>RB highlighted the current consultation taking place in the area on the proposal to build a battery farm in the Gowkthrapple area, near the existing electrical substation.</p> <p>Committee thanked RB for his presentation.</p> <p>RB left the meeting.</p>	
	<b>Finance – Management Accounts to 31/12/24</b>	
6.	<p>CA took the committee through the draft Management Accounts Committee <b>NOTED</b> the presentation of the draft management accounts and accompanying narrative.</p> <p>The accounts were:</p> <p>Proposed <b>Craig Callan</b> Seconded <b>Colette Kells</b></p> <p>Committee <b>APPROVED</b> the draft management accounts.</p>	
7.	<p><b>Budget to 31/03/26</b></p> <p>CA took the committee through the Budget to 31/03/26</p> <p>Committee <b>AGREED</b> to capitalise all the new external doors.</p> <p>Committee <b>NOTED</b> the presentation of the draft management accounts and commentary for the budget.</p> <p>Proposed <b>Colette Kells</b> Seconded <b>Craig Callan</b></p> <p>Committee <b>APPROVED</b> the Budget to 31/03/26.</p>	<p><b>Amend asset register and accounts to reflect component renewal</b></p> <p><b>Budget and management accounts to be sent to lender</b></p>
8.	<p><b>Minutes of Previous Meeting held on 21 January 2025</b> (Issued in advance to committee)</p> <p>Proposed <b>Craig Callan</b> Seconded <b>Sandra Rodger</b></p>	<p><b>Upload minutes to website</b></p>
9.	<b>Matters Arising</b>	

	PL advised that there weren't any matters arising which were outstanding. Any matters arising had been incorporated into the agenda of the meeting.	
10.	<b>Ethical Conduct and Notifiable Events</b>	
	None	
11.	<b>Housing Management Performance Reports to 31/12/2024</b>	
	EH covered performance in areas including voids, lettings, anti-socials, rental loss as well as complaints against the Co-op. it was confirmed to committee that all performance was within our targets and Scottish averages.  Committee <b>NOTED</b> the report and passed on their thanks to the housing team.	
12.	<b>Maintenance Performance Reports to 31/12/2024</b>	
	PL covered performance in areas including emergency repairs, non-emergency repairs, tenant safety and gas safety. PL also stated that since the last internal audit on tenant safety, Elaine had worked with other staff to work on a better reporting mechanism for the new indicators in the ARC for 2025 26.  Committee <b>NOTED</b> the report and passed on their thanks to the maintenance team.	
13.	<b>Law View Update</b>	
	EH advised that the new service has settled in well, especially the new enhanced housing management system implemented by the Co-op.  Committee <b>NOTED</b> the update.	
14.	<b>Write-off Report</b>	
	The Write-off Report was <b>APPROVED</b>	
15.	<b>Factoring</b>	
	<b>15.1 Factoring Policy</b>	
	The policy was <b>APPROVED</b>	<b>Policy Register to be updated</b>
	<b>15.2 Factoring – written statement of services</b>	
	The factoring – written statement of services was <b>APPROVED</b>	<b>Policy Register to be updated</b>

	<b>Assets</b>	
	<b>Feasibility Study of the Flats</b>	
16.	<p>PL advised that an advert would be placed in the Scottish Housing News for the study but said it would be courteous to inform our regulation manager, Eleanor Sneddon, at the Scottish Housing Regulator of our proposals.</p> <p>Committee <b>NOTED</b> the update.</p>	<b>Advert to be placed for study</b>
17.	<b>Law View Kitchens</b>	
	<p>PL provided committee with an update of the procurement process.</p> <p>Committee <b>NOTED</b> the update.</p>	<b>Advert being placed in coming weeks.</b>
18.	<b>Storm Eowyn Damage</b>	
	<p>EH referred to the report provided to committee, advising that staff had carried out a detailed audit of the damage Storm Eowyn had done.</p> <p>The Co-op is in the process of getting a new fencing contractor as the Co-op's long-standing fencer is retiring soon. It was also confirmed that fencing was not covered under insurance and would be paid for from the reactive repairs budget.</p> <p>Committee <b>NOTED</b> the report.</p>	<b>Update on fencing and contractor to March meeting</b>
	<b>Policy &amp; Governance</b>	
19.	<b>Menopause Policy</b>	
	<p>Some discussion took place on the draft policy on the menopause, which also referred to male menopause. Any questions asked were answered by staff however it was confirmed that all staff had received training on the menopause prior to the policy being sent out last week.</p> <p>The policy was <b>APPROVED</b></p>	<b>Policy Register to be updated</b>
20.	<b>Leave Policy</b>	
	The policy was <b>APPROVED</b>	<b>Policy Register to be updated</b>
21.	<b>Payments, Benefits &amp; Entitlements</b>	
	None	
22.	<b>Approved Contractors List</b>	

	The item was deferred until March 2025	
<b>23.</b>	<b>Membership Report</b>	
	<p>Committee <b>APPROVED</b> the one membership application received.</p> <p>Appointed Management Committee Member. PL reminded committee that Jamie Boyle had attended tonight's meeting as an observer and that he is interested in becoming a member of the management committee. A committee can appoint new members who have skills and input that will benefit them.</p> <p>PL added that Jamie has knowledge and skills which would make him an asset to the committee. PL explained that it is the committee's decision whether to appoint Jamie as an Appointed member of the committee rather than a Co-optee. As an appointed member Jamie would have voting rights and would count towards the quorum of meetings.</p> <p>All members <b>APPROVED</b> the proposal for Jamie Boyle to become an appointed member of the management committee of the Co-op.</p>	<p><b>Co-op records to be updated to reflect the appointment as well as the SHR Portal</b></p>
<b>24.</b>	<b>EVH Employers Ballot</b>	
	<p>VLD spoke to the paper that a proposal negotiated by EVH (Employers in Voluntary Housing) with the Union is: A consolidated percentage increase of 4% on all salary points from 1st April 2025. This will also be applied to all allowances apart from the fixed mileage rates set by the HMRC. The proposal was discussed by committee.</p> <p>The proposal was <b>APPROVED</b> and signed by VLD.</p>	<p><b>A ballot confirming agreement to be returned to EVH</b></p>
<b>25.</b>	<b>Staffing</b>	
	<p>EH advised that a member of staff was due a baby in July and that senior staff were addressing options, for cover during maternity leave.</p> <p>Committee passed on their congratulations.</p>	
<b>26.</b>	<b>Committee Training</b>	
	<p>PM asked committee when best suited them for the next training session, March or April. The training would be specifically the regulatory framework and annual assurance statement work.</p> <p>Committee confirmed April would be the best month.</p>	
	<b>Items for Noting</b>	
<b>27.</b>	<b>Correspondence</b>	

	PL discussed and Committee <b>NOTED</b> the correspondence, with a number of letters from the SHR.	
<b>28.</b>	<b>Use of Delegated Authority</b>	
	None	
<b>29.</b>	<b>Any Other Competent Business</b>	
	Committee members suggested having a team building session with committee and senior staff either quarterly or 6 monthly.	
	<b>Summary of actions / decisions at this meeting</b>	
<b>30.</b>	<ul style="list-style-type: none"> <li>• The draft management accounts <b>APPROVED</b></li> <li>• Committee <b>APPROVED</b> the Budget to 31/03/26.</li> <li>• Factoring Policy was <b>APPROVED</b></li> <li>• Factoring – written statement of services was <b>APPROVED</b></li> <li>• Menopause Policy was <b>APPROVED</b></li> <li>• Leave Policy was <b>APPROVED</b></li> <li>• EVH Employers Ballot proposal was <b>APPROVED</b></li> <li>• Noted that all reports discussed were issued in advance with the papers</li> </ul>	
	<b>Meeting Evaluation</b>	
<b>31.</b>	<p>VLD asked members for their evaluations of the meeting.</p> <p>Committee members felt that the meeting and the training and been insightful and enjoyable.</p>	
	<b>Date and time of next meeting</b> <b>Tuesday 25th of March 2025</b>	
<b>32.</b>	<p>VLD advised committee members of the date of the next meeting.</p> <p>VLD also reminded committee members of the session focused solely on Community Development taking place on Tuesday the 4<sup>th</sup> of March at 5.30pm</p>	
	<b>Meeting Close</b>	
<b>33.</b>	VLD thanked committee & staff for attending the meeting. The meeting closed at 7.56pm.	